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13 May 1983

MEMORANDUM FOR: Acting Director of Logistics

ATTENTION:

FROM:

[Redacted]

Chief, Administration Division, OTE

SUBJECT:

Conference/~~course~~ at the

[Redacted]

REFERENCES:

A) DD/A 81-1536 dated 24 July 1981

B) DD/A 81-2149 dated 20 October 1981

[Redacted]

2. In order to provide the necessary support, we ask that you prepare a memorandum to the Chief, Administration Division, OTE, at least three weeks before the conference/~~course~~ begins covering the following information:

- a. Component
- b. Conference/~~course~~ coordinator:
Name and extension
- c. Contact officer:
Name and extension
- d. Full names of all attendees
- e. Arrival and departure times
- f. Mode of travel

[Redacted]

--WARNING NOTICE--
INTELLIGENCE SOURCES
OR METHODS INVOLVED

SUBJECT: Conference/~~Course~~ at the [REDACTED]

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- g. If any in your group will be driving, list the driver's name, the year and make of car, car license number and state of registration
- h. Special guests:
 - Name, title and component
 - Date and time of arrival and departure
- i. Special requirements such as computer support, projectors, viewgraphs, and logistical support
- j. Requirements for cook-outs, (can only be accommodated at [REDACTED] are limited to those conferences/~~courses~~ of at least five (5) days duration. Any exceptions will be addressed on a case by case basis.
- k. For budgetary purposes, your office FAN account number (C)

3. Attendance at conference/~~course~~ by non-Agency guests must have the written approval of the Director of Training and Education at least 15 working days preceding the conference/~~course~~. For non-Agency participants, you must include the organization they represent and indicate whether or not they have previously visited [REDACTED] For those

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5. The members of your party should be informed that appropriate attire is mandatory for entry into the Administration Building and the Dining Hall. A 48 hour prior notice is requested for meals not being taken at the Dining Hall. (U)

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